



**Board Member | Board Alternate | Committee Member**  
**Travel Expense Claim Form**

<b>Meeting Attended:</b>	<b>Date</b>	<b>Location</b>
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<b>Personal Car Mileage</b>	<b>Miles</b>	<b>Cost</b>
Personal car mileage is reimbursed at the currently allowable IRS rate Of \$0.56 per mile		

<b>Rental Car</b>
\$75/day maximum. Attach original receipt.

<b>Commercial Airline</b>
\$600/day maximum. Attach original receipt.

<b>Private or Chartered Aircraft</b>	<b>Passengers</b>
\$600 per person. Up to 400 miles roundtrip	
\$800 per person. Over 400 miles roundtrip	
When transporting other board members attach a signed sheet stating all passengers	

<b>Hotel Room + Tax</b>
\$150 per day maximum. Attach original receipt.

<b>Meals</b>	<b>Date(s)</b>	<b>Meals</b>
Breakfast \$10		
Lunch \$15		
Dinner \$30		
If you paid for another member's meal, please indicate their name:		

<b>Parking</b>
Attach receipt for charges in excess of \$10

<b>Taxi, train or bus fare; Tolls</b>
Attach receipts.

<b>Total Expenses Claimed</b>	
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<b>Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Make check payable to:</b>
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Return completed forms to:  
 LGMA 1521 I Street, Sacramento, CA 95814  
 Fax 916-446-1063 | [info@lgma.ca.gov](mailto:info@lgma.ca.gov)